



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 36.01: Adding, Changing, and Deleting Courses and Changing Method of Delivery

DATE: May 18, 2009

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach concerning curriculum changes.

REVIEW: This OP will be reviewed in May of even-numbered years by the dean of Outreach and Distance Education and the senior vice provost with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by June 15.

POLICY/PROCEDURE

The PSVPAA has been delegated the authority and responsibility for authorizing course additions, changes, and deletions.

Policy

1. The PSVPAA or designee will approve all additions, deletions, and changes (including changes in method of delivery) of courses for Texas Tech University using an established procedure for reviewing and determining approval. The review process will include departmental recommendations, college committees established for course review, the Graduate Council for graduate courses, and the Academic Council.
2. Courses should not be submitted for areas in which degree programs have not been approved except when they accompany degree program requests.
3. Efforts should be made at each level to ensure against proliferating courses beyond the ability of the department to offer such courses regularly. The ratio of faculty to course inventory should be considered.
4. Departments should periodically review courses to ensure appropriateness of content and accuracy of description.
5. Courses not taught for three consecutive years will be brought to the attention of the chair and if not justified, dropped from the course inventory after five years.
6. Course descriptions should not be changed substantively in catalog copy unless changes have been approved through established procedures.
7. Courses should not be taught before they are accepted as part of the course inventory.

Procedure

1. Requests for new courses, deletions, and changes must be initiated on an *Application for Course Approval* form (see Attachment A) available online at <http://www.irim.ttu.edu/CourseInventory.php>

- d. Course approval forms sent to the Office of Official Publications are reviewed and issued a log number. They are then entered on the Academic Council meeting agenda and a digest of the requests is distributed to members prior to the meeting. Action of the council is noted in the minutes of the meeting. If the vote is positive and the PSVPAA approves the request, the form is signed and dated and copies are distributed to the appropriate offices, including the course inventory coordinator. The information is then applied to the course inventories for both the university and the Texas Higher Education Coordinating Board.
- e. The course does not become official until it appears in the inventory of the Coordinating Board. Guidelines for deciding when a course becomes effective after approval are provided in Attachment B.
- f. Copies of the approved application are provided to the originating department, the originating college, Academic Facilities, and Official Publications. The original copy of the approved application is maintained and filed in the course inventory coordinator's office.

Attachment A: *Application for Course Approval*
--Undergraduate Form
--Graduate Form

Attachment B: *Guidelines for Additions, Deletions, and Changes to the Course Inventory, Core Curriculum, and Multicultural Requirements*
